
CHAPTER 2

SAFETY MEETINGS

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CHAPTER 2

2.00 INTRODUCTION

Safety meetings are an integral part of the Department's Injury and Illness Prevention Program (IIPP). The meetings afford effective ways to communicate hazards and suggest solutions to the hazards employees may encounter while performing their job duties.

2.01 PURPOSE

This chapter provides the mandatory requirements for conducting regularly scheduled safety meetings. It further explains how to comply with the Department's IIPP and the California Occupational Safety and Health Administration (Cal-OSHA) regulations.

2.02 POLICY STATEMENT

Supervisors* shall schedule, conduct, and document safety meetings with their employees to discuss occupational health and safety issues. These meetings shall be conducted as described in section 2.03 in this chapter.

2.03 SAFETY MEETING REQUIREMENTS

Section 3203(a)(3) of the General Industry Safety Orders (GISO), which apply to the general employment population of the Department, including office workers, states in part:

Every employer must have “. . . a system for communicating with employees on matters relating to occupational health and safety. . .” in all places of employment.

For Office-Related Work Activities -- Supervisors shall schedule, conduct, and document safety meetings with their employees at least quarterly.

For Field-Related Work Activities -- Supervisors shall schedule, conduct, and document safety meetings with their employees every ten (10) working days.

* Any reference to “**supervisor**” in this manual always includes **first-line supervisor, second-line supervisor, and/or other persons** in the chain-of-command designated as the responsible person in charge. “**Supervisor**” includes any designated Manager (M) and/or Supervisor (S).

2.04 RESPONSIBILITY FOR SAFETY MEETINGS

It is the supervisor's responsibility to communicate to employees all safety information that is necessary to complete their job duties in a safe manner. To accomplish this, the supervisor shall:

- Do everything within their control to assure a safe workplace for their employees;
- Ensure that employees are aware of and comply with departmental health and safety policy, procedures, and work practices;
- Discuss health and safety matters, the Department's goal to "Provide the safest transportation system in the nation for users and workers," and encourage open discussions of employee concerns, including a safe and secure work environment;
- Discuss safe practices anytime it appears that an employee is not following safety policies, procedures, and work practices; and
- Discuss health and safety issues at least annually at the time of issuing Individual Development Plans/Performance and Appraisals or probation evaluations.

To encourage a free-flow of ideas regarding improving employee safety, the supervisor should take every opportunity to exchange ideas on safety and accident prevention with employees, commend them for their efforts to perform their jobs safely, and invite employees to discuss safety suggestions. Supervisors should review and consider all employee suggestions and implement or arrange to implement them whenever possible.

If a safety suggestion is beyond the authority of the first-line supervisor, he/she should arrange to have the suggestion reviewed by a higher level supervisor for consideration and implementation.

The supervisor shall have a discussion with employees, prior to beginning work, when a new job duty or process is introduced. They will instruct employees on how to recognize hazards, discuss specific procedures for avoiding injury, and discuss first aid procedures in the event of an injury. Supervisors shall document these discussions as part of the regularly scheduled safety meeting.

2.05 TAILGATE SAFETY MEETINGS FOR FIELD PERSONNEL

In compliance with Section 1509(e) of the Construction Safety Orders (CSO), all employees who are regularly assigned to construction, maintenance, surveys, field traffic operations, drilling crews, etc., shall attend a "tailgate" safety meeting at least every ten (10) working days. Attendance at these safety meetings is mandatory. Additionally, supervisors shall conduct safety meetings with employees when they are first hired, or when a new process, chemical, or procedure is introduced or a new or previously unrecognized hazard is identified.

The scheduled date, time, and location of a tailgate safety meeting shall be announced as early as possible beforehand to ensure that the maximum number of employees can attend.

During the meetings, employees should be encouraged to discuss health and safety issues and inform the supervisor of any concerns that are perceived as a workplace hazard and/or a potential workplace hazard. Employees should be encouraged to make suggestions about safety training or to request specific safety training for themselves.

Employees should be encouraged to discuss "close call" incidents. It should be understood that close call incidents are incidents, that did not result in contact, injury, or damage. Close call incidents are indicators that the operation or activity being performed/conducted may require a change or adjustment to prevent or eliminate the likelihood of injury or damage.

2.06 SAFETY MEETINGS FOR OFFICE PERSONNEL

In compliance with GISO Section 3203(a)(3), all employees in office work settings shall attend safety meetings at least quarterly.

The scheduled date, time, and location of the quarterly safety meeting shall be announced as early as possible beforehand to ensure the maximum number of employees can attend.

During the meetings, employees should be encouraged to openly discuss health and safety issues and inform the supervisor of concerns perceived to be workplace hazards. Employees should be encouraged to make suggestions about safety training or to request specific safety training.

Supervisors shall conduct safety meetings with employees when they are first hired, or when a new process, chemical, or procedure is introduced or a new or previously unrecognized hazard is identified.

2.07 HOW TO DOCUMENT SAFETY MEETINGS

Caltrans Form PM-S-0110 (Safety Meeting Report) satisfies the requirement of documenting safety meetings. Part one of the form includes an Action and Distribution section identifying specific routing procedures. It also includes space to record the date, location, names of employees in attendance, and topics discussed. Additionally, there is space to record information about suggestions for correcting unsafe conditions, and/or work practices, other health and safety concerns, and the supervisor's comments.

2.08 MONITORING THE SAFETY MEETING PROCESS

Second-line supervisors are responsible to monitor safety meetings conducted by their subordinate supervisors. Monitoring procedures shall include a review of previous Safety Meeting Reports (Forms PM-S-0110,) and ensure that appropriate actions are taken to correct any alleged unsafe conditions or acts in a timely manner. To ensure that safety meeting reports are monitored:

- The first-line supervisor is responsible to send the safety meeting report to his/her second-line supervisor for review.
- The second-line supervisor is responsible to review the safety meeting report for content, scope, and corrective action, then sign the original report and return it to first-line supervisor.

District Health and Safety Officers and Division Safety Liaison personnel may, at their option, arrange to have the Safety Meeting Reports routed to them for review.

2.09 CORRECTING DEFICIENCIES

All alleged unsafe conditions and/or acts that are reported shall be investigated and corrected in a timely manner. The supervisor shall determine if the situation can be handled routinely, or if the condition is crucial and requires immediate action.

If the recommended corrective action is beyond the ability of the first-line supervisor, the second-line supervisor shall be consulted and an appropriate action plan shall be jointly developed to ensure that alleged or actual unsafe condition(s) are corrected in a timely manner. If the problems and/or deficiencies identified are beyond the ability or scope of responsibility of the first or second-line supervisor, he/she shall take necessary action to inform appropriate levels of management to correct the problem.

2.10 ROUTING SAFETY MEETING REPORTS

Upon completion of the safety meeting, the first-supervisor shall follow the Action and Distribution section of form PM-S-0110 by:

- Completing and signing form;
- Retaining and posting one copy;
- Sending original to second-line supervisor for review;
- Posting a copy of the completed report in a conspicuous place near the work area for employees to read. The posted copy should be replaced by that from the next scheduled safety meeting.

The District Safety Office may also request completed copies of safety meeting reports.

2.11 RETENTION SCHEDULE

Supervisors are required to maintain all documentation covering safety meetings for at least three years.